



# **U. S. MISSION**

## **Vacancy Announcement**

### **Riyadh – Jeddah - Dhahran**

**11-113**

**VACANCY ANNOUNCEMENT - RIYADH**

**09/20/2011**

#### **RE-ADVERTISEMENT**

<b>OPEN TO</b>	<b>ALL INTERESTED CANDIDATES</b>
<b>POSITION</b>	<b>DISPATCHER/DRIVER, FSN-05 POSITION NO: 100574</b>
<b>OPENING DATE</b>	<b>TUESDAY, SEPTEMBER 20, 2011</b>
<b>CLOSING DATE</b>	<b>TUESDAY, SEPTMBER 27, 2011</b>
<b>WORK HOURS</b>	<b>FULL-TIME; 48 HOURS/WEEK</b>
<b>SALARY</b>	<b>* ORDINARILY RESIDENT: POSITION GRADE: FSN-05, SR. 59,851 - FULL PERFORMANCE LEVEL (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</b>  <b>NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-09 US\$ 31,963 (SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM) --GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.</b>
<b>NOTE</b>	<b>THE ACTUAL HIRING FOR THE POSITION WILL BE CONTINGENT UPON AVAILABILITY OF FUNDS</b>

#### **NOTE:**

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Saudi Arabia is seeking an individual for employment in country for the position of Dispatcher/Driver.

## **BASIC FUNCTION OF THE POSITION**

The incumbent serves as Embassy dispatcher and Chauffeur, driving armored/non armored sedans, pickup trucks, vans, and SUV's to transport USG employees and dependents. Incumbent is responsible for the day-to-day dispatch of the Embassy official vehicles required for official or personal transportation, as well as, coordinate activities and requirements for multiple visiting dignitaries. The incumbent is also responsible for safe operation of the vehicle, assessing the security situation/threat on roads, and ensuring the passenger's safety. Is responsible for the day to day preventive maintenance checks and services of vehicle on daily basis as well as be able to identify mechanical deficiencies that degrade the vehicle operation and affect its performance.

## **REQUIRED QUALIFICATIONS**

*All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:*

1. **Education**: Completion of high school is required.
2. **Experience**: Three years of prior work as a Professional Chauffeur and two years of office administration are required.
3. **Language Requirements**: Level II (Limited Working Knowledge: Speak) Arabic and Level III (Good Working Knowledge- Read, Write, Speak) English are required.
4. **Knowledge/Other criteria**: Must be familiar of local traffic laws and area traffic patterns, as well as be able to read and interpret and apply information presented in driver manuals relating to vehicle/usage care. Must be familiar with host Government office locations within Riyadh metropolitan area and major highways in order to drive to constituents posts. Must be able to read/interpret Arabic traffic manuals, international road signs and English vehicle manuals. Must be medically qualified to operate a motor vehicle and be able to lift 50lbs. Must be able to change wheels and use basic tools in vehicle preventive maintenance.
5. **Other Skills**: Analyze and react to potential security threat reported on street and handle accident problems at an accident scene. Must exercise competent enough judgment involving the use and operation of a Motor Pool vehicle for the safety of the passengers in Saudi Arabia. Prioritize runs; determine most expedient and safest routes. Inform passengers of Motor Pool policy and ensure compliance. Demonstrate cultural sensitivity to female Diplomats/Eligible Family Members requiring transportation. Demonstrate basic computer skills to include the use of the Microsoft Word and Excel. A valid Saudi driver's license is required.

## **SELECTION PROCESS**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi residence/work permit and driving license;
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

In person: Front Gate, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: [HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)

FAX: 01-488-7765

### **POINT OF CONTACT**

Human Resources Office

Telephone: 01-488-3800 X 4256

### **DEFINITIONS\***

**1. US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**2. EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR):** An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. AEFM (Appointment Eligible Family Member):** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and

- Does not receive a USG annuity or pension based on a career in the US Civil; Foreign, or uniform services.

**6. Ordinarily Resident (OR):** A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE: CLOSE OF BUSINESS (1700HRS) TUESDAY, SEPTEMBER 27, 2011**

**PLEASE NOTE THAT SHORT LISTING AND INTERVIEWS ARE NORMALLY COMPLETED WITHIN FOUR WEEKS OF THE CLOSING DATE. PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT HEARD FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE.**

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.